

Napa State Hospital: Visitor Information for Judicially Committed / Penal Code Clients (Programs 1, 2, 3, 5, & 10)

It is the policy of Napa State Hospital to ensure the right of clients to receive visitors daily. Clients also have the right to refuse to see visitors.

No more than four (4) visitors per client will be allowed at one time, unless prior arrangements and approval has been granted. Visitors will only be allowed to visit one client at a time.

Staff shall ensure the health and safety of the client, visitors and employees. In addition, staff are responsible for the safety of the unit environment and the continuity of ongoing treatment activities.

Exceptions to this policy may be made by the Medical or Executive Director.

VISITING DAYS AND HOURS:

Visiting Center hours are:

Monday – Friday 10:30 a.m. to 3:30 p.m.

Saturday, Sunday, Holidays: 9 a.m. to 3:30 p.m.

Attorneys and/or their representatives may visit during regular visiting hours (with the exception of weekends and holidays) without an appointment, if they do not require the private attorney room.

Attorneys wishing to conduct a private consultation with a client must contact the Hospital in advance so that a private room may be reserved.

VISITING FOR CHILDREN:

Minors may only visit when accompanied by an adult escort and with approval in advance by the client's Interdisciplinary (ID) Team. The ID Team approval requires written consent from the parent/guardian to submit a completed Minor Visitation Authorization form. This form can be requested from the client's social worker. The form will be kept on file in the client's record until the parent/guardian rescinds the consent.

If a minor is an emancipated adult, a certified copy of the court order for emancipation must be provided prior to a visit.

All minors, other than the emancipated minor, must be constantly supervised, accompanied to and from the restroom and remain in the immediate area of their parent(s), legal guardian, or immediate family member.

VISITING IDENTIFICATION REQUIREMENTS:

All visitors must register at the Sallyport with the Hospital Police Officers prior to each visit. A Visitor's Information form is to be completed or to be on file. All visitors shall

present proof of identity before being permitted to visit. Proof of identification requires a valid driver's license, state issued identification card or official pictured ID such as a passport.

VISITOR PROCESSING:

- All visitors must wear shoes or sandals.
- Visitors must be fully clothed – blouses with skirts, pants or Bermuda shorts, or dresses for women; shirts with pants or Bermuda shorts for men.
- Visitors may not wear clothing that exposes the breast, back area, genitals, or buttocks.
- Visitors may not wear any sheer or transparent garments.
- Except for religious headgear, visitors may not wear any hats in the Visiting Center.
- For security reasons visitors must not wear clothing that in any way resembles the state-issued client clothing or Hospital Police's uniforms (no dark brown or khaki colored clothing).
- It is recommended that all visitors leave their purses and other personal property in their vehicles if possible. If these items are brought to the Visiting Center, they will be placed in a locker and the visitor will retain the key.
- All visitors shall be processed through the metal detector and all property brought into the Visiting Center may be searched by Hospital Police.

ITEMS NOT ALLOWED ON HOSPITAL GROUNDS:

Alcoholic beverages, drugs, poisons, weapons, cameras, recording devices are not allowed on hospital grounds.

ITEMS NOT ALLOWED DURING VISITS:

The following items will not be allowed in the Visiting Center:

- Battery-operated toys, or toys with metal parts.
- Baby strollers.
- Baby powder or lotion.
- Thermos bottles or open containers containing liquid refreshments.
- Tablecloths.
- Glass utensils or containers.
- Blankets (except baby blankets).
- Faulty or leaky containers.
- No coolers/ice chests.

ITEMS ALLOWED IN VISITING CENTER:

All visitors may bring the following items into the visiting areas:

- One soft bound bible, or religious publications.
- Handkerchief or kleenex-type tissues in small factory-sealed packs only.
- Twenty (20) loose photographs, no albums, frames, or holders.

- One clear, plastic, unlined change purse.
- Nitroglycerin and inhalers may be kept by the visitor, following notification of the Visiting Center Officers.
- A maximum of \$10.00 for the vending machines. This can be in the form of bills or coins. Coins cannot be in wrappers.
- Visitors wishing to leave money for a client can deposit the money in the Trust Office deposit box located in the Visiting Center lobby.

Visitors with young children will be permitted to take into the Visiting Center the following items:

- Two (2) disposable diapers, per baby.
- Two (2) baby bottles (plastic) of pre-mixed formula, milk, or juice, per baby.
- One (1) change of clothes, per baby.
- One (1) baby blanket, per baby.
- One (1) small noiseless toy, not resembling a weapon, per child.
- Baby carrier.
- Diaper bag or tote for baby items.

Clients may bring the following authorized items with them on their visit:

- Approved religious headgear
- A religious medal, bible or religious publications
- Wedding ring
- Prescription glasses
- Handkerchief
- Locker key.
- A maximum of \$10.00 for the vending machines. This can be in the form of bills or coins. Coins cannot be in wrappers.
- Legal papers to conduct business during the course of visit.

Visitor/Client Food Privileges:

Visitors may bring food to be consumed in the Visiting Center in accordance with the following requirements:

- Food and drink items may not be taken back to the Treatment Unit. Food and drink must be consumed during the visit at the Visiting Center.
- Food items will be limited to those items that can be carried in one container, outside dimensions not to exceed 13" wide, 19" long and 13" high.

All items brought to the Visiting Center are subject to a thorough visual search by the Hospital Police. Searching will be accomplished as deemed necessary by the assigned HPO staff, to restrict the introduction of contraband into the Visiting Center. All food containers will be opened to assure the contents do not contain contraband. Where questionable items are involved, the duty HPO will positively determine the food items are contraband free. This may include cutting the meats, pies, cakes, etc., or stirring the food items with supplied equipment.

Visitors and patients are restricted to the use of one table only, to both eat and store their food. The joining of an extra table, use of floor, or chairs to store and eat food is not permitted. The sharing of food with other visitors or patients is not permitted.

All visitors and patients consuming foods in the Visiting Center are required to clear, on and around tables, any uneaten foods, crumbs, or trash prior to termination of the visit. Trashcans are provided for the disposal of all trash.

Non-allowable items related to the consumption of food

- No whole melon-type foods.
- No liquid refreshments other than those available in the Visiting Center.

RESPONSIBILITY & CONDUCT OF VISITORS/CLIENTS:

The client and his/her visitor will be expected to recognize that the Visiting Center is a public facility and that other clients, visitors, and families, including those with children, will often be present. Accordingly, clients and their visitors will also be expected to adhere to the following basic standards of public conduct:

- Behavior that is illegal or sexual in nature will not be permitted.
- No tobacco use or smoking is allowed during any visits.
- Other than holding hands during the visit, all other personal contact should not be excessive in duration.
- Visitors or clients will not be permitted to sit on each other's laps.
- Clients are not allowed to change baby diapers or remove the baby's or minor's clothing for any purpose. All changing of diapers will be in the Visitors Restroom.
- Improper behavior by the client or visitor shall result in the immediate termination of the visit and the client being returned to the treatment unit.